



City of Bothell™

**CIVIL SERVICE COMMISSION
CITY OF BOTHELL**

**Regular Meeting
AGENDA**

Wednesday, April 19, 2017
City Hall – Room 127
5:30 PM

1. Call to Order
2. Roll Call
3. Review of Minutes from March 22, 2017 meeting
4. New Business
 - A. Certification of Fire Lieutenant Eligibility List
5. Reports
 - A. Personnel Change Notices available for review
6. Adjournment

MEMORANDUM

Fire and E.M.S.



City of Bothell™

DATE: April 19, 2017

TO: Civil Service Commission

CC: Susan Wolf, HR Analyst/Civil Service Secretary

FROM: Bob Van Horne, Fire Chief

SUBJECT: Request to Approve 2017 Lieutenant Promotional List

Fire and E.M.S. requests the Commission approve the following Lieutenant Promotional Eligibility List, effective April 17, 2017. The two-year list will expire in 2019.

1. Jensen, Paul
2. Robinson, Kirk
3. Groff, Mike
4. Cross, Kelly
5. Savino, Anthony
6. Olson, Geoff
7. Petrick, Russ

On August 17, 2016 the Commission approved Fire and E.M.S. to conduct a process to create a promotional list for the position of Lieutenant; included in the memorandum was a list of study materials and grading criteria. Candidates were provided a 6 month study period.

The written examination was conducted on March 1, 2017. The written test was weighted at 20% of the final score. The test consisted of 100 questions. The test was graded on a curve. 15 candidates took the written examination. All 15 candidates received a passing and moved on to the tactical exercise. After the written test, the pre-assignment was given to all candidates. The assignment was to create a 30 – 40 minutes class titled, “The Transition from Peer to Supervisor.” Candidates were informed they class would be presented the class at the Assessment Center.

The tactical test was conducted on March 13 and 14, 2017. The tactical test was weighted at 20% of the final score. 14 candidates participated. The exercise involved eight emergency scene tactical scenarios. The candidates were given 5 minutes to prepare for the exercises. Candidates were given up to 50 minutes to answer questions regarding each scenario. The eight candidates who passed tactics and had the highest combined scores moved on to the assessment center.

The assessment center was conducted on March 28, 2017. Eight candidates participated in the assessment center, which was weighted at 60% of the total score. Each candidate was evaluated on the following four stations: Prepare a memo to their Battalion Chief regarding budgetary issues; Presentation of the memo; Interview; Presentation of a pre-prepared class. Seven candidates passed the assessment center.